



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address  Department of Veterans Service 1 Hunter St., SW Atlanta, Georgia 30334	FOR RECORDS MANAGEMENT USE	
Application Date 3-24-76	Application Number 12		Application Number 76-138	Date Received APR 20 1976
			Date Completed MAY - 7 1976	
2. Person to Contact  Harry B. Brown, Jr.		Working Title RMO	Telephone Number 656-2332	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest      Latest 1960      To date		5. Records Series Title (followed by title used in office, if different) Report of Separation from Active Duty (DD Form 214), (Central Office)		
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created? Administrative Services Division: The function of this division is to provide centralized support to all operational segments of the Veterans Assistance activity to include budgeting; accounting operations; personnel administration and training; procurement and issue of supplies and equipment; property control; space and tele-communications management; records management and safety programs; Equal Opportunity and Affirmative Action Programs; administration of grants to Confederate widows; printing; mail processing and central files maintenance.  Supervise, coordinate and/or execute actions relating to operation of two State War Veterans Homes to include preparation and management of annual budgets; initiation/coordination of changes in operating policies and procedures; development and administration of construction projects; and coordination with Medical College of Georgia, Central State Hospital and Veterans Administration to resolve operational matters.				
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: The consolidation and summarization of active military service data for the individual veteran.  Included are: The DD Form 214 which may have attached such forms as the Standard Form 88 (Report of Medical Examination); DD Form 215 (Correction to the DD 214); or DD Form 1300 (Report of Casualty).          File is arranged: Alphabetically.				
8. Monthly Reference Rate      How often are records referred to which are: One to six months old 30; Seven to twelve months old -; Thirteen to twenty-four months old -; twenty-five months and older -.				
9. Annual Rate of Accumulation of Records Letter-size drawers 2; Legal-size drawers -; Shelves -; Other (specify) -				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it? Dept. of Defense Records Center
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |                         |                                   |              |
|--------------------------|-------------------------|-----------------------------------|--------------|
| a. State Law             | <u>Permanent</u> years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years.            | e. Administrative need            | _____ years. |
| c. Federal law           | _____ years.            | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Ga. Code Annotated 78-413. The Director shall maintain full, adequate and complete copies of all records pertaining to claims on veterans who file for claims for veterans benefits through the department.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 5 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	3-30-76	<i>[Signature]</i>	3-30-76
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
<input checked="" type="checkbox"/>		State Auditor/Designee	<i>[Signature]</i>
		Secretary of State/Designee	<i>[Signature]</i>
		Attorney General/Designee	<i>[Signature]</i>